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Owner:	<i>Faculty Organization</i>
Policy Area:	<i>College of Nursing CNG</i>
References:	
Applicability:	<i>MVHS</i>

## Progressive Discipline Policy, CNG-100.39

### PURPOSE

To define the steps applied to the progressive discipline policy at the College of Nursing.

### SCOPE

Applies to college of nursing students administered by faculty and Administration

### REFERENCES

St. Elizabeth College of Nursing Student Handbook

### DEFINITIONS / ABBREVIATIONS

SONIS: Jenzbar School of Nursing Information System

SECON: St. Elizabeth College of Nursing

### PROCEDURE / DIRECTIVE

- 1 - The progressive discipline process may apply to any violation of the student code of conduct as outlined in the Student Handbook for non-academic issues
- 2 - Prior to issuing any disciplinary action, the faculty member will check the College's web-based SONIS system.
- 3 - The nature of the incident may require only a documented verbal warning prior to the formal steps in the progressive discipline process
- 4 - A written warning issued by the appropriate faculty member will occur after the initial verbal warning if an incident/issue warrants subsequent discipline.
- 5 - Following the written warning, the student may progress to non-academic probation if a subsequent issue warrants further discipline.
- 6 - SECON administration reserves the right to apply the most appropriate disciplinary action for the offense committed inclusive of dismissing the student from the clinical setting, probation or dismissal from the program
- 7 - The faculty member that completes the form will enter the information into SONIS under "Progressive

Discipline/Probation” to include the step, a brief written summary of the incident and the Instructor’s initials. A copy of the form is given to the student.

**8** - The completed progressive disciplinary documentation is given to the Dean who in turn will forward to the Registrar for placement in the student’s academic folder. The Registrar will scan the document and upload into the SONIS system.

**9** - Progressive discipline actions continue in effect throughout the student’s enrollment in the program. Actions will be sequential and/or appropriate for the offense committed.

**10** - All progressive disciplines forms will remain in the student file until program completion and will be removed from the file and from SONIS upon graduation.

## **CONTENT EXPERT(S) / RESEARCHER(S) / CONTRIBUTOR(S):**

This Document Replaces:

### **Attachments**

[Progressive Discipline Form Rev. 2018.docx](#)

### **Approval Signatures**

<b>Step Description</b>	<b>Approver</b>	<b>Date</b>
Owner	Faculty Organization	10/6/2020

### **Applicability**

MVHS